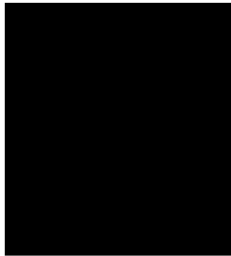


CONFIDENTIAL

OPERATIONS DIRECTORATE SUPPORT OFFICERS MEETING

10 July 1974

1. Foreign Gifts and Decorations. We have distributed to you a copy of a letter from the Chief of Protocol, Department of State, to the Heads of all Federal Agencies. It summarizes U.S. Government policy with respect to the acceptance of gifts or decorations by U.S. Government employees. The policies described are also set forth in the following Agency Regulations:



25X1A

Please bring the policy statements to the attention of your personnel. You can send reminders to your stations at your discretion.

2. Weekly Departee/Returnee Report. There has been some confusion concerning the procedures to be followed in making appointments for Chiefs of Station and Base to visit with the DDO or the ADDO during their periods of consultation at Headquarters. The weekly Departee/Returnee Report is forwarded to the front office but Area Divisions should not wait for the DDO to take the initiative in setting up the meetings. As soon as you become aware that a COS, Deputy COS or Chief of Base will be available at Headquarters for a specified time, please call Pat or Molly and make the appointment. If we wait until the report arrives at the front office, it may be difficult to pick a time when the DDO or ADDO will be available.

3. D. C. Parking Permits. Your requests for D. C. Parking Permits in alias are coming in slowly. Please have them in no later than noon tomorrow. If you have no requirements, please telephone Virginia.

4. Mr. Brownman's Reception. There will be a reception for Mr. Brownman on 31 July in the Executive Dining Room. Details will be provided as soon as we have them.

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25X1A 5. Actual Expense Travel. There have been a number of reports that the per diem rate for domestic travel may be increased, but we have no real indication that this will happen in the near future. In the meantime, the costs continue to rise. Under such circumstances we would expect that travelers would frequently find it necessary to use the provisions of [REDACTED] and submit travel vouchers on an actual expense basis. In practice, however, this rarely happens. We do not expect travelers to subsidize their own travel, and they should not hesitate to submit an accounting on an actual expense basis when their costs are in excess of per diem. As a general guide, an average daily cost equivalent to the hotel room plus one-half of the daily per diem rate (\$12.50) for meals is considered to be very reasonable. We understand that employees traveling with official documentation are frequently given discounts at hotels, but when this isn't the case the traveler should keep a careful record of his costs and not be reluctant to submit claims on an actual expense basis.